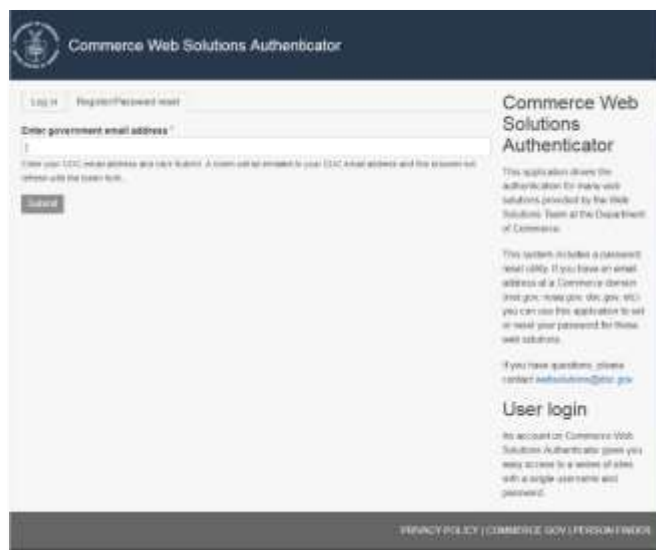


CREATING OR RESETTING YOUR COMMERCE CONNECTION LDAP PASSWORD

This job aid will demonstrate how to create or reset your Commerce Connection LDAP password to enable login to Sunflower PPMS. Your Sunflower password is now managed through the Commerce Connection – Web Solutions Authenticator. By creating or changing a Commerce Connection password, you will also be changing your login password for many other commonly accessed provided by the Web Solutions Team at the Department of Commerce (such as Accellion Secure Email, ServiceNow, and other supported applications).

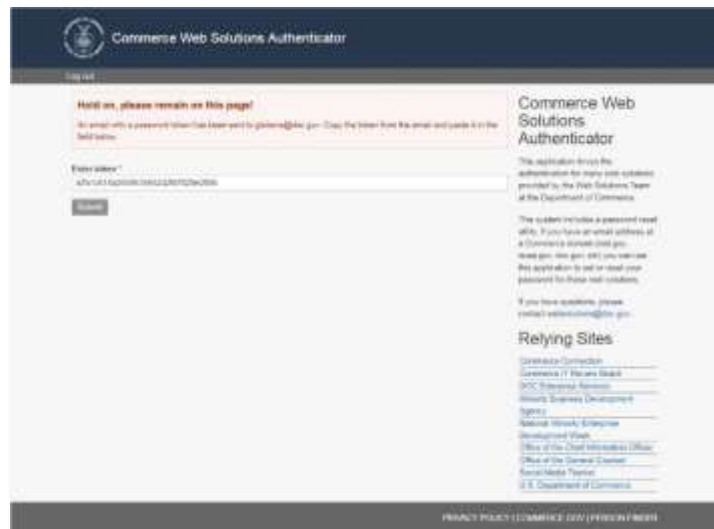
1. Using your browser, visit the Commerce Connection Password Reset website:
<https://pass.commerce.gov/user/password>

2. **Enter** your Department of Commerce email address.
Click “E-mail reset token”.



The screenshot shows the 'Commerce Web Solutions Authenticator' login page. At the top, there is a header with the department seal and the title. Below the header, there are links for 'Log in' and 'Forgot/Reset password'. The main form area has a label 'Enter government email address:' followed by a text input field. Below the input field is a 'Submit' button. To the right of the form, there is a section titled 'Commerce Web Solutions Authenticator' with explanatory text about the application and a link to 'webolutions@doc.gov'. At the bottom right, there is a 'User login' section with text about account creation. The footer contains a 'Privacy Policy' link.

3. **Open** the email from **webolutions@doc.gov**. **Copy** the token information and **paste** it into box on Commerce Web Solutions Authenticator webpage and click **“Submit”**.



The screenshot shows the 'Commerce Web Solutions Authenticator' password reset page. At the top, there is a header with the department seal and the title. Below the header, there are links for 'Log in' and 'Forgot/Reset password'. The main form area has a label 'Hold on, please remain on this page!' and a text input field for the 'Enter token:' field. Below the input field is a 'Submit' button. To the right of the form, there is a section titled 'Commerce Web Solutions Authenticator' with explanatory text about the application and a link to 'webolutions@doc.gov'. At the bottom right, there is a 'Relying Sites' section with a list of applications. The footer contains a 'Privacy Policy' link.

Log into Sunflower – Version 1.2

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- | Commerce Web Solutions Authenticator | | |
|--|---|---|
| Home | Help | |
| Email address *
jenn@com.gov | | |
| A valid email address, as issued from the system can be sent to the person. This application is for state courts and will not be used if you need to receive a new password or want to change your email as verified by email. | | |
| Password * | | |
| Minimum character length:
Minimum strength: | | |
| Confirm password * | | |
| Passwords must: | | |
| Change the password (password) after the last password is set. | | |
| Policy | Status | Coverage |
| DDC Policy | Fail - Password must contain at least 1 special character | Password must contain 1 special character |
| DDC Policy | Fail - Password must contain at least 1 uppercase character | Password must contain 1 uppercase character |
| DDC Policy | Fail - Password length must be at least 12 characters | Password character length of at least 12 |
| DDC Policy | Pass | Password must not contain the user's username |
| DDC Policy | Fail - Password must contain at least 1 numeric character | Password must contain 1 numeric character |
| DDC Policy | Pass | Number of allowed repeated passwords: 0 |
| DDC Policy | Fail - Password must contain at least 1 lowercase character | Password must contain 1 lowercase character |

[Go to help](#)

☐ Password expiry email notification

Display name

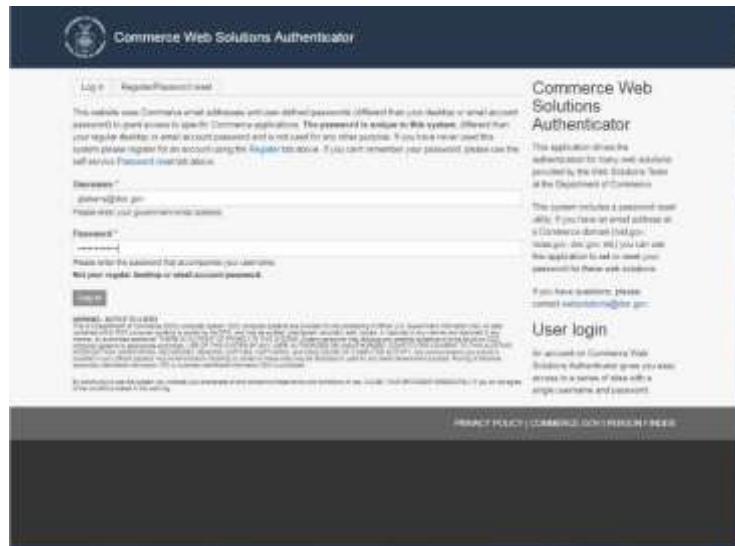
First name

Last name

-
- The screenshot displays the Commerce Connection website. At the top, a dark blue navigation bar contains the 'COMMERCE CONNECTION' logo on the left and 'Log In' and 'Sign Up' buttons on the right, with a red arrow pointing to the 'Log In' button. Below the navigation bar is a light blue header section featuring a search bar and a navigation menu with links: Home, About, Contact, About Our Products, Services/Products, Resources, and About Our Event Experiences. Underneath the header is a row of seven yellow circular icons with corresponding text: 'Take a Tour', 'Get', 'Subscribe Today', 'Blog', 'Directory', 'Sign Up', and 'Webinars & Events'. A red arrow points from the top navigation bar to the 'Log In' button in the top right corner. The main content area includes a section titled 'Director 100 Reveal - A New Way of Thinking' with a date of 'Sat 19 2017' and a brief description. Below this is a 'Recently Connected' section showing a grid of user profiles with names like 'Cristina Buzan', 'Tig Tiberius', 'Gloria Piro', 'Kevin Long', 'Lia Chiswick', 'Lorenza', 'Lorenza', and 'Lorenza'.

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7. **Enter** your email address and Commerce Connection password to complete your login.



The screenshot shows the 'Commerce Web Solutions Authenticator' login page. It features a dark blue header with the title and a logo. Below the header, there are two tabs: 'Log in' (selected) and 'Register/Password reset'. The main content area is divided into two columns. The left column contains the login form with fields for 'Username' (pre-filled with 'glover@jhsd.gov') and 'Password', followed by a 'Log in' button. Below the form is a 'Forgot your password?' link. The right column contains a 'Commerce Web Solutions Authenticator' section with a brief description of the application and a 'User login' section. At the bottom of the page, there is a dark blue footer with links for 'Privacy Policy' and 'Commerce Connection Fees'.

Commerce Web Solutions Authenticator

Log in Register/Password reset

This website uses Commerce's email authentication system which provides a secure login for users. The password is unique to the system and is not used for any other purpose. If you have never used this system please register for an account using the Register tab above. If you can remember your password, please use the self service Password reset tab above.

Username *

glover@jhsd.gov

Please enter your government email address.

Password *

Please enter the password that accompanies your username.

Use your regular desktop or tablet account password.

Log in

Forgot your password?

Commerce Web Solutions Authenticator

This application allows the authentication of users who wish to access the Commerce Web Solutions system. The system includes a password reset utility. If you have an email address on a Commerce domain (jhsd.gov, jhsd.gov, etc.) you can use the application to set or reset your password for these web systems.

If you have questions, please contact commerce@jhsd.gov.

User login

An account on Commerce Web Solutions Authenticator gives you access to a series of sites with a single username and password.

Privacy Policy | Commerce Connection Fees

8. **Please Note:** If this is your first time creating a Commerce Connection account or if you haven't reset your Commerce Connection password in some time, you must log into the Commerce Connection website before proceeding with your Sunflower PPMS Login.

Log into Sunflower – Version 1.2

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SUNFLOWER PERSONAL PROPERTY MANAGEMENT SYSTEM (PPMS) LDAP LOGIN INSTRUCTIONS

Please only use **Internet Explorer** to open the Sunflower Personal Property Management System (PPMS) application. While Google Chrome and Firefox are alternative browsers in use at the Department of Commerce (DOC), they recently disabled their Java plugins, which is a required component for the Sunflower PPMS application.

The directions below explain how to log into Sunflower via **Internet Explorer**.

Launch Web Browser → Enter Sunflower PPMS URL

1. Open **Internet Explorer**.
2. **Copy** the DOC LDAP Production Sunflower URL below, **paste** it into the address bar and press enter: https://sflwrdoc.eas.commerce.gov/pls/snflwr_04050000_proxy_ppmsprd/
3. The “Login Page” page will display.



The image shows the Sunflower Enterprise login page. At the top left is the Sunflower logo, and to its right is the text "Sunflower Enterprise - Production 5.0.0.0". Below this is a blue banner with white text that reads: "To log into Sunflower Enterprise, enter your username and password below and press the 'login' button." Under the banner are two input fields: "Username:" and "Password:". Below these fields are two buttons: "Login" and "Cancel". At the bottom of the form area, there is a small text prompt: "Enter your username and password then click the [Login] button above."

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4. **Enter** your DOC email address as the Username (e.g. glebens@doc.gov). **Enter** your Commerce Connection password:



The image shows the Sunflower Enterprise login page. At the top, there is a logo with a sunflower and the text "Sunflower Enterprise" and "Sunflower Enterprise - Production 5.0.0.0". Below the logo, a blue banner contains the text: "To log into Sunflower Enterprise, enter your username and password below and press the 'login' button." Underneath the banner, there are two input fields: "Username" with the value "glebens@doc.gov" and "Password" with a masked value "xxxxxxxxxx". Below the password field are two buttons: "Login" and "Cancel". At the bottom of the form area, there is a text prompt: "Enter your username and password then click the [Login] button above."

5. Once you have successfully logged in, the “Welcome Page” will display:



The image shows the Sunflower Enterprise Welcome Page. At the top, there is a logo with a sunflower and the text "Sunflower Enterprise" and "Sunflower Enterprise - Production 5.0.0.0". Below the logo, it says "Welcome: Grant Labana". In the top right corner, there is a "Logout" link. Below a blue banner that says "To enter, click one of the links below:", there is a list of links: "Sunflower Enterprise Home", "Sunflower Enterprise Reports", "Sunflower Enterprise HTML Transaction Pages", "Search Accounts and Comments", and "CD NO / SV Transaction Menu". Below this list, there is a section titled "Global Pages" with a list of links: "Census Property Accounts", "First Reports", "MST Custom Reports", "MST Court Lists", and "FPMR Guide Lists". At the bottom left, there is a "Logout" link.

End of Activity.

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